

NATIONWIDE  
**ARMY AGR VACANCY ANNOUNCEMENT**  
ARIZONA ARMY NATIONAL GUARD ACTIVE GUARD AND RESERVE  
HUMAN RESOURCE OFFICE  
5636 East McDowell Road, Phoenix, AZ 85008-3495  
PHONE (602) 629-4821; DSN 853-4821  
WEBSITE: //dema.az.gov/azng-human-resources

---

**ANNOUNCEMENT NUMBER: 16-129AG      OPEN DATE: 02 Mar 2016      CLOSING DATE: 31 Mar 2016**

---

**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**  
CO B, AZARNG REC & RET BN, REC & RET SECTION CHIEF, PARA 009B LINE 01, E7(P)–E8, 79T

**LOCATION OF POSITION:** CO B, AZARNG RECRUITING & RETENTION BATTALION (PHOENIX AND TUCSON)

---

**APPOINTMENT FACTORS:**    ☐OFFICER    ☐WARRANT OFFICER    ☒ENLISTED

---

**AREA OF CONSIDERATION:** This position is in the Active Guard and Reserve Force and is open to open to current members and those eligible to become members of the Arizona Army National Guard in the grades of E7 (With promotion list status) and MSG E8, with 13 years Active Service (AS). Individual selected will receive an Active Duty Title 32 Tour with the Arizona Army National Guard. In order to be considered for this position, applicants must meet minimum qualifications as outlined on the reverse of this announcement.

**NOTE: Must possess 79T MOS and Master Recruiting Badge qualified**

**NOTE: Applicants in the rank of SFC must have promotion list status, if selected, verification will be required.**

**NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.**

**NOTE: Applicants are highly encouraged to appear in person for their interview**

---

**INSTRUCTIONS FOR APPLYING:** IAW NGR 600-5, paragraph 2-4, the documents listed **WILL** be submitted “AS A MINIMUM”. If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

- a. NGB Form 34-1 (AGR Application (Nov 2013) (with signature and date). Ensure that you annotate both announcement number and position title on the top of page one, of the application.
- b. AZ ARNG Form 34-1 (Jun 2004).
- c. AZNG Form 335-4-R (Apr 1992).
- d. Individual Medical Readiness Record (MEDPROS printout from Unit)(not AKO medical readiness).
- e. DA Form 705 (APFT), last 5 record APFT’s (ensure that height and weight are annotated). Profiles must be attached if applicable.
- f. Body Fat Worksheet, last 5 (DA Form 5500-R/5501-R) if applicable.
- g. Certified copy of current ERB (from OPM or unit MACOM).
- h. Photo copies of Last 5 NCOERs.
- i. NGB Form 23, NGB Form 22b (RPAS Statement), retirement record (National Guard Only).
- j. All DD Form 214’s or NGB Form 22’s
- k. Memorandum to HRO to request an active service waiver for those with less than 4 years AS
- l. DD Form 369 (Oct 2011) Police Record Check (Blocks 1-9 (b) filled out and signature on block 11)
- m. DA Form 7424, Sensitive Duty Assignment Eligibility Questionnaire

USE OF GOVERNMENT RESOURCES TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE THIS INCLUDES THE USE OF GOVERNMENT FAX MACHINES TO SEND APPLICATIONS, FAXING APPLICATIONS FROM GOVERNMENT OR CIVILIAN FAX MACHINES, OR BY USING THE

GOVERNMENT MAIL SYSTEM. ALL APPLICATIONS MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL.

\*\* We recommend that you have a member of your unit review your application prior to submission to our office. \*\*

**POSITION COMPATIBILITY REQUIREMENTS:** The individual(s) must be a member of the Arizona (ARMY) National Guard and qualify for and be placed in the following compatible MOS/AOC: **ENL:** 79T50 **OFF:** **WO:**

☒ MUST POSSES ☐ ABLE TO QUALIFY

---

**APPOINTMENT REQUIREMENTS:**

1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
2. Soldiers must meet the physical requirements of AR 600-9.
3. ARNG applicants must be able to serve at least 3 years in AGR status prior to completing 18 years of Active Service or mandatory removal from active service based on age or service (without any extensions) under any provision of law or regulation as prescribed by current directives.
4. AGR soldiers will not be reassigned during the first 36 months of their initial tour except in the event of mobilization, force structure changes, or an exception to policy granted by the Recruiting and Retention Commander.
5. Must possess the grade equal to or below that authorized for the AGR duty position.
6. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
7. Permanent Change of Station (PCS) expenses may be authorized for this position. Authorization of payment of PCS expenses will be granted only after a determination is made that PCS is in the best interest of the Arizona Army National Guard and upon availability of funds from the National Guard Bureau.
8. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
9. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
10. Applicants who answer YES to questions 8, or 12-16 of section IV, NGB Form 34-1, or have not completed Initial entry training (IET) are ineligible to apply. to include DD214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4,26, AR 135-178 Chapter 8,3 and 635-200 Chapter 11.
11. Individuals selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control Graded positions

---

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION OR THE MOS PREREQUISITES:**

1. A physical demands rating--N/A.
2. A physical profile of 132221.
3. Ability to formulate, organize, conduct, and evaluate training of personnel.
4. Knowledge of principles of organization, management, administration, and supervision.
5. Skills in oral and written communications.
6. Ability to grasp abstract concepts and training guidance and develop programs that meet commander's intent.
7. Ability to develop and maintain liaison with high level officials within State, Communities, and Unified School Districts.
8. Ability to interpret and implement policies and procedures established by the USA, NGB and The State Adjutant General.
9. Ability to analyze problems and apply sound judgment in assessing the practical implications of proposed solutions.
10. Experience executing the military decision-making process.
11. Additional future formal training requirements
12. Must possess a SECRET clearance
13. Previous Recruiting and Retention Section Chief/NCOIC experience is strongly preferred
14. Must be in compliance with FRAGO I, HQDA EXORD 161-13 Sexual Harassment/Assault Response and Prevention Program Army Stand-Down and SMOM 15-017, Positions of Significant Trust and Authority (POSTA)

---

**BRIEF JOB DESCRIPTION:**

RRNCOICs supervise between ten and fourteen RRNCOs and supporting staff, interpret directives and policies for subordinates, and take corrective action to ensure accomplishment of area SM objectives. Personnel in these positions are not authorized to hold a First Sergeant position in another unit. RRNCOIC duties include the following:

- a. Establish performance standards, monitor and evaluate RRNCOs on the overall effectiveness of their recruiting and retention activities/programs (e.g. presentations and briefings, sales interviews and techniques, enlistment and re-enlistment packets, waiver requests, ARISS usage and provide training as needed).
- b. Counsel and rate RRNCOs assigned to their area in accordance with AR 623-205 and locally established policy. At a minimum, conducts monthly performance counseling with each assigned RRNCO.

- c. Establish and implement a written yearly Team Training Program designed to address the specific training needs and levels of experience of assigned team members.
- d. Provide RRNCOs with market data, trends, and other pertinent demographic information.
- e. Coordinate with State Quota Manager for training seats and conduct new RRNCO orientations and training as required.
- f. Work with unit leaders to ensure awareness of and compliance with the SM Program. Discuss and plan activities to meet strength missions and conduct SM training, presentations and briefings as required.
- g. Assist RRNCOs by making and evaluating periodic presentations to local school, government, civilian and other influential persons and informing them of the benefits available in the ARNG.
- h. Assist in the hiring of new RRNCOs as directed by the RRC. Provide names of Soldiers interested in becoming RRNCOs to the RRC by constantly scanning assigned units for qualified Soldiers.
- i. Assess the effectiveness of area recruiting, attrition management and retention incentive/awards programs and make recommendations for improvement.
- j. Provide administrative guidance and technical support to assigned RRNCOs.
- k. Monitor assigned RRNCOs to ensure compliance with applicable regulatory guidance in the use of GSA vehicles, information technology hardware/software and expense accounts.
- l. Assign and assist in the training of recruiter assistants.
- m. Advise the O&T Officer or RRS GM concerning mission accomplishment, operations, training, administration and personnel status of assigned area.
- n. Assist in developing, maintaining and analyzing statistical data of assigned area demographics, as well as unit losses, unit climate information and SIDPERS data to form current and projected trends.
- o. Work with the State Family Assistance Program representative and coordinate program activities as well as the development and implementation of State Family Assistance Centers in the event of mobilization.
- p. Provide sustainment and remedial training for assigned team members as needed to maintain skills and prevent poor performance.
- q. Make recommendations for disciplinary action and/or dismissal of RRNCOs as required.
- r. Verify priority leads are “worked”, MEPS-bound Soldiers are projected, and prior service Soldiers are entered into ARISS to allow the state leadership to validate funding levels. Ensure that ARISS data correctly portrays the work completed by their team, and avoid duplicate state reporting systems.
- s. Will assist in developing the RRNCO complete waivers packets through the OC process prior to submission to waiver authority using the ECM for specific guidance.
- t. Will ensure that all accessions are submitted to SIDPERS within 72 hours of enlistment.

**SELECTING OFFICIAL:** Name: Recruiting and Retention Battalion Commander Email: Phone:

---